

Policy Development and Maintenance

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| Procedure No.: | 1000-PR1 |
| Policy Reference: | 1000 |
| Policy Category: | Administration |
| Approving Body | Board of Governors |
| Executive Sponsor: | President |
| Policy Sponsor: | Vice-President Human Resources and People Development |
| Last Approved Date: | 2018 May 29 |

Objectives

This Procedure applies to Policy 1000, Policy Development and Maintenance. This Procedure describes the process for initiating, drafting, revising, and retiring BCIT Policies. This Procedure engages Stakeholders within the Institute throughout the Policy development and maintenance process, so that Policies reflect BCIT's values and meet legal requirements and institutional objectives.

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Who This Procedure Applies To

This Procedure applies to all members of the BCIT Community who are involved in the development and maintenance of BCIT Policies and Procedures.

Policy Classification

Policies are classified as follows:

- Governance
- Administration
- Education
- Corporate Services
- Foundation and Industry Liaison
- Human Resources
- Information Management
- Research and International
- Safety, Security and Emergency Management
- Student Services

Duties and Responsibilities

Policy Development and Maintenance

Senior-Team

The Senior Team is responsible, subject to the overall direction of the President, for reviewing and recommending proposed new, revised, or retiring policies for approval by the Board of Governors (except policies that are subject to approval only by Education Council).

Executive Sponsor

The Executive Sponsor is the President, or another member of the Senior Team designated by the President, who is accountable for the development and maintenance of one or more BCIT Policies. For Policies requiring the advice or approval of Education Council, the Chair of Education Council will perform the role of Executive Sponsor in connection with the duties and responsibilities of Education Council. The Executive Sponsor (or delegate) is responsible for submitting Policies to the appropriate Approving Body for approval, for responding to questions, and for conducting timely reviews of Policies for which the Executive Sponsor is accountable.

Policy Sponsor

The Policy Sponsor is appointed by the Executive Sponsor to oversee the development and maintenance of a Policy. For most Policies, the Policy Sponsor will be the President, a vice president, an associate vice president, an executive director, a dean, a director, the Registrar, or the Chief Information Officer.

For Policies requiring the advice or approval of Education Council, the Policy Sponsor will be appointed by the Education Council Executive Standing Committee.

Acting under the delegated authority of the Executive Sponsor, the Policy Sponsor is responsible for developing, revising, implementing, promulgating, and ensuring compliance with BCIT Policies that fall under the Policy Sponsor's jurisdiction. This includes designating a responsible office to administer the Policy and where applicable, recommending to the Executive Sponsor the amendment or retirement of an existing Policy falling under the Policy Sponsor's jurisdiction.

The Policy Sponsor may delegate Policy writing and/or responsibility for day-to-day management and administration of their portfolio of Policies to one or more employees.

Chair, Policy Review Team

The Chair of the Policy Review Team is responsible for administering the Institute's Policy development/maintenance process, which includes the following:

- acting as the Institute's official Policy holder;
- overseeing the publication of approved Policies;
- overseeing the maintenance of the Policies webpage;
- ensuring that Policies are developed and maintained in a manner that is timely, consistent, and in compliance with the Policy Development and Maintenance Policy and Procedure;
- alerting Policy Sponsors to the requirement for Policy reviews;
- advising on Policy development/maintenance issues.

The Chair of the Policy Review Team may delegate some of these responsibilities to the Policy Editor.

Chair, Education Council Policy Standing Committee

For Policies requiring the advice or approval of Education Council, the Chair of the Education Council Policy Standing Committee is responsible for the following:

- ensuring that Policies are developed and maintained in a manner that is timely, consistent, and in compliance with the Policy Development and Maintenance Policy and Procedure;
- alerting Policy Sponsors to the requirement for Policy reviews;
- advising on Policy development/maintenance issues.

Policy Editor

The Policy Editor provides Policy editing, and document control and management services, to support the Chair of the Policy Review Team, the Chair of the Education Council Policy Standing Committee, Policy Writers, Policy Sponsors, the Policy Review Team, and the Education Council Policy Standing Committee. The Policy Editor maintains BCIT's Policy document templates, the Policy Data Control List, the Policy document management system, and works with the Chair of the Policy Review Team, Web Administrator, and the Marketing and Communications Coordinator, to edit and format Policies for reviewers, approvers, or publication, and to maintain the BCIT Policies webpage.

Policy Writer

The Policy Writer is the Policy Sponsor, or a person designated by the Policy Sponsor, who is responsible for writing or amending draft Policies, for review by the Policy Sponsor or the Executive Sponsor.

Policy Review Team

The Policy Review Team reviews Policies for compliance and consistency, reviews and recommends Policy proposals for initiation, and recommends Policies for review and/or submission to the applicable Approving Body, as per the Policy Review Team's Terms of Reference.

Education Council Policy Standing Committee

For Policies requiring the advice or approval of Education Council, the Education Council Policy Standing Committee acts as the Policy Review Team, in accordance with the Education Council By-laws.

Procedure**Development and Maintenance of Policies**

BCIT Policies will be developed and maintained using the process outlined below.

In this Procedure, for Policies requiring the advice or approval of Education Council, the Chair of the Education Council Policy Standing Committee functions as the Chair of the Policy Review Team, and the Education Council Policy Standing Committee functions as the Policy Review Team.

Initiation of Policy Development/Maintenance Process (Any Member of the BCIT Community)

Any member of the BCIT community may request initiation of the Policy development/maintenance process, by completing a Notice of Change (NOC) form, and

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submitting it to the Chair of the Policy Review Team.

The completed NOC form must include the following information:

- the reason why there is a need for a new Policy, or amendments to an existing Policy (e.g., legislative requirement, regular review, organizational change, gaps or deficiencies in existing Policy, lack of existing Policy, etc.); and
- a brief description of the proposed new Policy or amendments.

The Chair of the Policy Review Team reviews the NOC form with the Policy Review Team, and submits the NOC form to the appropriate Executive Sponsor (as determined by the President or by Education Council), with the Policy Review Team's recommendation regarding the initiation of the Policy development/maintenance process.

The Executive Sponsor reviews the NOC form and the Policy Review Team's recommendation, and determines whether the Policy development/maintenance process will be initiated. The Executive Sponsor will inform the Policy Review Team of the decision to proceed with the requested Policy development or amendment by signing the NOC form and returning it to the Chair of the Policy Review Team.

Initiation of Policy Development/Maintenance Process (Board of Governors, Education Council, President or Executive Sponsor)

When one of the above entities or individuals wishes to initiate a new Policy or revision, they will appoint an Executive Sponsor, who will either serve as Policy Sponsor or appoint a Policy Sponsor. The Policy Sponsor must complete a NOC form, have the form signed by the Executive Sponsor to authorize the initiation of the Policy development/maintenance process, and then submit the NOC form to the Chair of the Policy Review Team.

Oversight of Process

If the initiation of the Policy development/maintenance process is approved, the Executive Sponsor will either serve as Policy Sponsor or appoint a Policy Sponsor to oversee the process.

Legal Review

The Executive Sponsor will determine whether, and at what stage, a draft Policy will be submitted for internal or external legal review, and will provide instructions to legal counsel regarding the nature and scope of such review.

Research, Consultation and Drafting

The Policy Sponsor is responsible for the following:

- analyzing the activity or function that the proposed Policy or amendment addresses, and conducting any research that is required;
- reviewing similar policies at other relevant institutions;
- consulting with appropriate Stakeholder groups and subject matter experts;
- drafting the relevant Policy using approved BCIT Policy document templates and in accordance with BCIT Policy document standards; and
- ensuring that the Policy development/maintenance process is completed in a timely manner.

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The Policy Sponsor may appoint a Policy Writer to perform or assist with any or all of the functions described above.

The Policy Sponsor will determine which stakeholder groups and subject matter experts are to be consulted in the development of the draft Policy.

Editing

Once the draft Policy has been prepared by the Policy Sponsor, it will be submitted to the Policy Editor for editing. Edits that are substantive in nature must be endorsed by the Policy Sponsor before the draft Policy is submitted to the Policy Review Team.

Review by Policy Review Team

Once the draft Policy has been drafted and edited, the Policy Sponsor will submit the draft with an updated NOC form to the Chair of the Policy Review Team, for review by the Policy Review Team.

The Policy Review Team may either recommend the draft Policy, or return it to the Policy Sponsor with comments and recommendations.

A draft Policy must be recommended by the Policy Review Team before it can move to the next stage of the process.

BCIT Community Review

Once the draft Policy has been recommended by the Policy Review Team, the Chair of the Policy Review Team will initiate and oversee the BCIT Community Review process.

The Chair of the Policy Review Team will work with Web Services, Marketing and Communications, and the Policy Sponsor to post the draft Policy on the BCIT Institute Policies page and invite BCIT Community members to provide their comments.

Comments from the BCIT Community on the draft Policy must be in writing, and submitted to the office of the Chair of the Policy Review Team, at BCIT_Policy@bcit.ca.

For Policies requiring the advice or approval of Education Council, comments should be submitted to the Chair of the Education Council Policy Standing Committee at EdCo_policy@bcit.ca.

BCIT Community member comments will be accepted during the thirty (30) calendar day period following the posting and delivery of the draft Policy as described above.

The BCIT Community Review phase may be bypassed in the following circumstances:

- where proposed amendments to an existing BCIT Policy are not substantive in nature (as determined by the Executive Sponsor); or
- in situations of emergency or urgency, including circumstances where a Policy must be approved and implemented by an early deadline.

If the BCIT Community Review phase is bypassed because the Executive Sponsor determines that proposed amendments to an existing BCIT Policy are not substantive, the Approving Body will be so notified when the Policy is submitted for approval. The Approving Body may require the Policy to undergo BCIT Community review, if it decides that the proposed amendments are substantive in nature.

If the BCIT Community Review phase is bypassed because of emergency or urgency, the resulting

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Policy must be reviewed within the twelve (12) month period following the date of its implementation, and such review must include the BCIT Community Review process.

Final Review and Editing

After the expiry of the thirty (30) calendar day BCIT Community Review period, the Chair of the Policy Review Team will forward any and all BCIT Community comments to the Policy Sponsor and the Policy Review Team.

The Policy Sponsor will review the BCIT Community comments and make any amendments to the draft Policy that the Policy Sponsor considers appropriate. The Policy Sponsor may consult with and/or seek assistance from the Policy Writer, the Chair of the Policy Review Team, the Policy Editor and/or appropriate Stakeholder groups and subject matter experts in connection with the amendment of the draft Policy. Once the draft Policy has been amended and edited, the Policy Sponsor will submit the amended draft to the Policy Review Team for review.

When the amended draft Policy has been recommended by the Policy Review Team, it will be submitted by the Policy Sponsor to the Executive Sponsor for review and endorsement. Any substantive amendments that are proposed by the Executive Sponsor must be recommended by the Policy Review Team, and edited, before the draft Policy may proceed to the final approval stage.

Final Approval

For policies that do not require the advice or approval of Education Council, once a draft Policy has been endorsed by the Executive Sponsor, the Executive Sponsor will submit the draft Policy to the Senior Team for review and endorsement. Once the draft Policy has been endorsed by the Senior Team, the Senior Team will submit it to the Board of Governors for review and approval.

For educational policy matters covered by Section 23 of the *College and Institute Act*, the Education Council must review and provide advice on the draft Policy before the Executive Sponsor submits the draft Policy, along with the advice of the Education Council, to the Board of Governors for review and approval.

For matters covered by Section 24 of the *College and Institute Act*, once a draft Policy has been endorsed by the Executive Sponsor, the Executive Sponsor will submit the draft Policy to the Education Council for review and approval.

For matters covered by Section 25 of the *College and Institute Act*, once a draft Policy has been endorsed by the Executive Sponsor, the Executive Sponsor will submit the draft Policy to the Education Council for its review and approval. Once a draft Policy has been approved by the Education Council, the Chair of Education Council will submit the draft Policy to the Board of Governors for its review and approval.

The Approving Body may ask the Executive Sponsor (or delegate) to provide oral or written comments regarding the draft Policy, and/or to answer any questions raised by the Approving Body.

After reviewing the draft Policy, the Approving Body may:

- approve the draft Policy without any amendments;
- approve the draft Policy, with specific amendments prescribed by the Approving Body;
- decline to approve the draft Policy, and return it to the Policy Sponsor with comments and recommendations; or

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- decline to approve the draft Policy, and terminate the Policy development process.

When a new or amended Policy is approved by the Approving Body, the NOC form will be updated to provide the following information:

- the date when the approved Policy will take effect, as determined by the Approving Body;
- the date when the approved Policy will be reviewed, which must be no later than five (5) years after the effective date; and
- if an existing Policy is amended, a description of the amendments that have been made to the Policy.

Publication and Implementation

For all policies, once a new or amended Policy has been approved by the Approving Body, the Policy Sponsor will forward to the Chair of the Policy Review Team:

- a signed and updated NOC form, confirming approval by the Approving Body;
- a hard copy of the approved Policy document(s); and
- electronic copies of the signed NOC and the approved Policy document(s).

Once a new or amended Policy has been approved by the Approving Body, the Chair of the Policy Review Team will oversee the following:

- preparation of the Policy for publication;
- posting of the Policy on the BCIT Institute Policies website on or before its effective date;
- removing from the BCIT Institute Policies website any Policy documents that have been superseded by the Policy; and
- updating the Data Control List of Policies, Procedures and Guidelines to include the Policy.

As applicable, the Policy Sponsor will oversee the following:

- any communications to affected members of the BCIT Community regarding the new or amended Policy;
- any training that needs to occur with respect to the Policy;
- any steps that need to be taken to implement the Policy; and
- responding to inquiries about the Policy.

Development and Maintenance of Procedures

Development and maintenance of procedures follows the same process as is used for their associated policies.

Forms Associated With This Procedure

Policies

Policies are placed into a prescribed template, and typically include the following sections:

Title Block:

- Policy Name and Number
- Policy Category
- Approving Body
- Executive Sponsor
- Policy Sponsor
- Last Approved Date
- Effective Date (if different from approved date, otherwise omit)

Body:

- Policy Statement
- Purpose of Policy
- Table of Contents
- Who This Policy Applies To
- Scope (if applicable)
- Related Documents and Legislation
- Definitions (if applicable)
- Other Information if needed, e.g.,
 - Guiding principles
 - Flow chart
- Duties and Responsibilities (For matters and actors as prescribed by the *College and Institute Act*)
- Special Situations (if applicable)
- Consequences of Non-compliance (if applicable)
- Procedures Associated With This Policy
- Forms Associated With This Policy
- Amendment History
- Scheduled Review Date

The Duties and Responsibilities section explains the roles and duties of responsible parties in complying with the Policy. Usually, it also includes statements that establish and/or clarify authority and responsibility for implementation.

Procedures

Procedures are placed into a prescribed template, and typically include the following sections:

Title Block:

- Procedure Name and Number
- Policy Reference (policy number)
- Policy Category
- Approving Body
- Executive Sponsor
- Policy Sponsor
- Last Approved Date
- Effective Date (if different from approved date, otherwise omit)

Body:

- Objectives
- Table of Contents
- Who This Procedure Applies To
- Other information – if needed, e.g.,
 - Flow chart
- Procedural Duties and Responsibilities (if needed, and outside of those prescribed by the College and Institute Act)
- Procedure
- Forms Associated With this Procedure
- Amendment History
- Scheduled Review Date

Notice of Change (NOC)

The Notice of Change (NOC) form is used to initiate and track the development or maintenance of a Policy.

Amendment History

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| 1. | Created | 2008 Apr 22 |
| 2. | Revision 1 | 2012 Apr 03 |
| 3. | Revision 2 | 2018 May 29 |

Scheduled Review Date

2023 May 29